

# How To Schedule Re-Roof Inspections w/ Photos

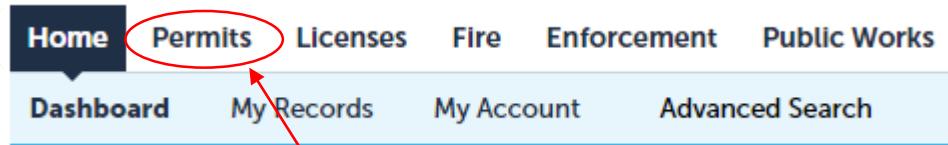
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City of Omaha Permits & Inspections

# Uploading The Photos

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Click on the *Permits* tab.



Select the permit that needs an inspection.

A screenshot of a 'Permits' table. The table has a blue header bar with the word 'Permits'. Below the header, there are links for 'Download results', 'Add to collection', 'Add to cart', and 'Copy Record'. The table contains one row of data, which is highlighted with a red circle around the 'Permit Number' cell. A red arrow points from the 'Permits' tab in the navigation menu to this row.

<input type="checkbox"/>	Date	Permit Number	Permit Type	Address	Status	Description	Action	Short Notes
<input type="checkbox"/>	05/30/2019	BLD-19-04695	RESIDENTIAL RE-ROOF	1819 FARNAM ST, OMAHA NE 68102	Issued	TEST PERMIT TO TEST PHOTOS		

Located in the middle of the screen, click on **Record Info**.

Home **Permits** Licenses Fire Enforcement Planning Public Works

Create an Application Search Applications Schedule an Inspection

Permits BLD-19-04695:

RESIDENTIAL RE-ROOF

Record Status: Issued

Record Info Payments Custom Component

A drop-down list will open, select **Attachments**.

Record Info Payments Custom Component

Permits Details

Processing Status

Related Permits

Attachments

Inspections

Click on *Add Documents*.

Permits BLD-19-04695:

RESIDENTIAL RE-ROOF

Record Status: Issued

Record Info ▾ Payments ▾ Custom Component

### Attachments

Plans that have been placed on hold should be corrected and uploaded as a full set using the method described [Here](#). Please use resubmitted plans after being placed on hold should be named with REVISED at the end of the address.

1819FARNAMST\_REVISED

#### REQUIRED DOCUMENTS AND FORMS DOWNLOAD

During the Permit Application Process those parties not uploading plans or documents using the ir resubmit corrected documents.

All documents for each individual permit have to be submitted as one PDF containing all required s

The maximum file size allowed is 195 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Action	Type
No records found.		

**Add Documents**

Click on *Add Documents*.

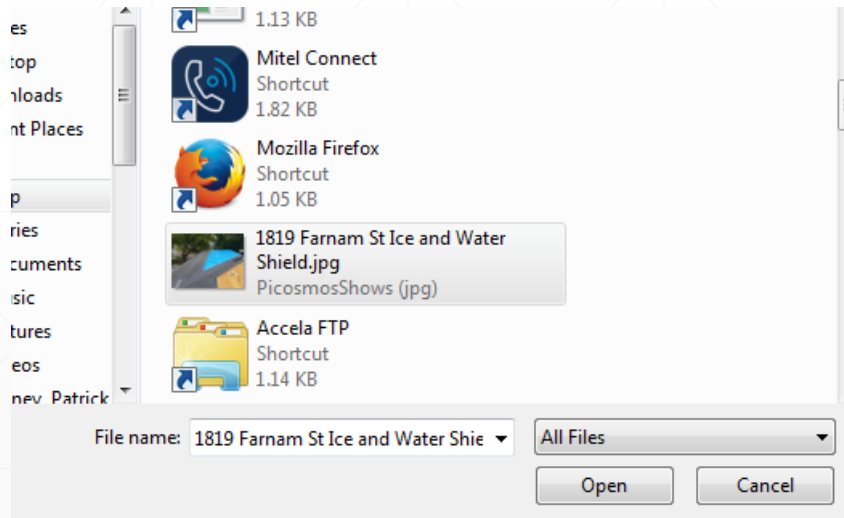
### File Upload

The maximum file size allowed is 195 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

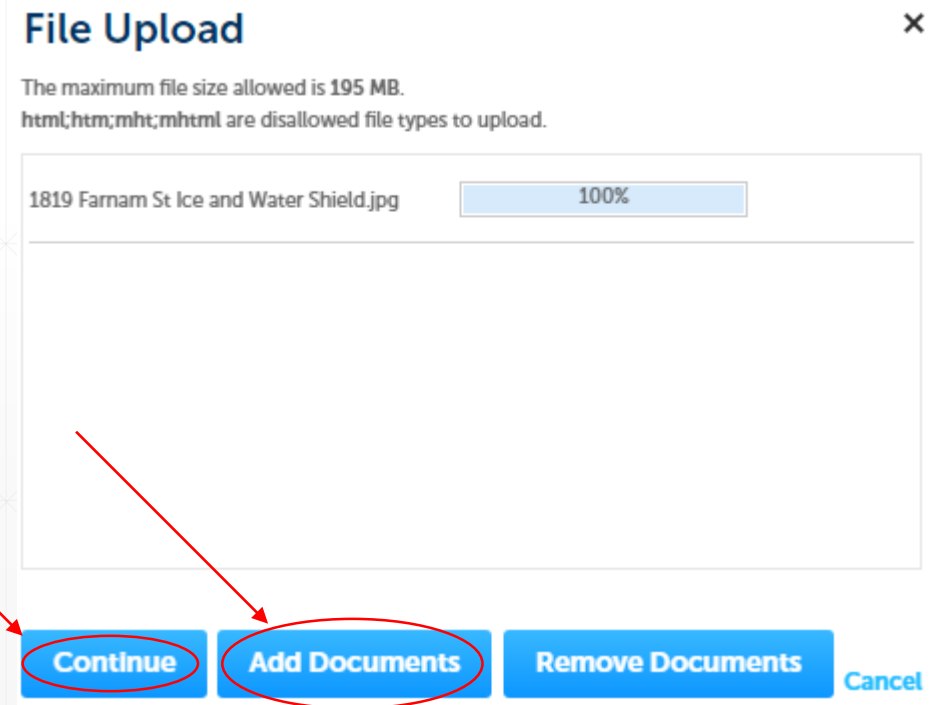
**Add Documents**

Continue Remove Documents Cancel

Select the file you want to upload, name the file to something regarding the photo.



Click **Continue** if you are finished with adding Documents or click on **Add Documents** to add additional documents.



Click **Save Documents** to save the document to the permit.

Name	Action	Type
No records found.		

File:  
1819 Farnam St Ice and Water Shield.jpg

100%

Document Description:

Example: Site Plan for Garage

[spell check](#)

 Save Documents

Add Documents

Remove Documents

The document will display in the list and a message will also display showing that it has been added successfully.



The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

Permits BLD-19-04695:

RESIDENTIAL RE-ROOF

Record Status: Issued

Record Info ▾

Payments ▾

Custom Component

### Attachments

Plans that have been placed on hold should be corrected and uploaded as a full set using the method described [Here](#). Please use the resubmit button under the actions trian

Resubmitted plans after being placed on hold should be named with REVISED at the end of the address.

1819FARNAMST\_REVISD

### REQUIRED DOCUMENTS AND FORMS DOWNLOAD

During the Permit Application Process those parties not uploading plans or documents using the instructions located in the section(s) resubmit corrected documents.

All documents for each individual permit have to be submitted as one PDF containing all required sections.

The maximum file size allowed is 195 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Action	Type	Document Status	Upload Date
<a href="#">1819 Farnam St Ice and Water Shield.jpg</a>	Actions ▾		Uploaded	05/30/2019

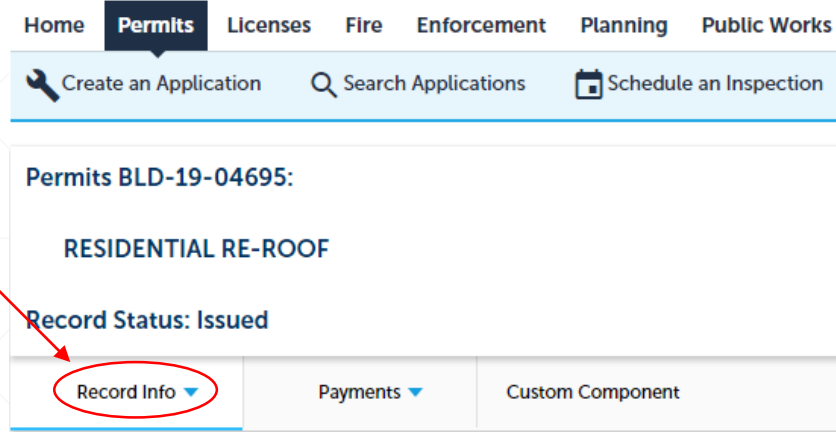
Add Documents

# Scheduling The Inspection

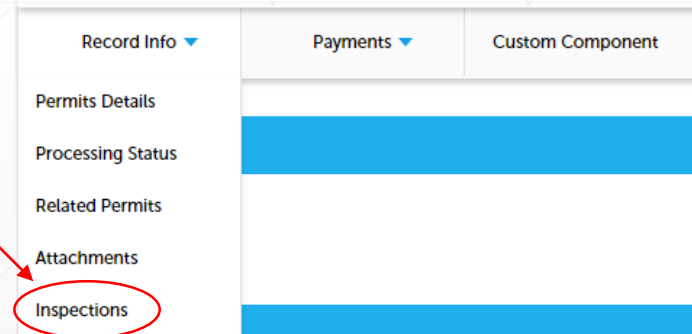
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Located in the middle of the screen, click on ***Record Info***.






A drop-down list will open, select ***Inspections***.



# Click on *Schedule or Request an Inspection.*

Home **Permits** Licenses Fire Enforcement Planning Public Works

 Create an Application  Search Applications  Schedule an Inspection

Permits BLD-19-04695:

RESIDENTIAL RE-ROOF

Record Status: Issued

Record Info ▼ Payments ▼ Custom Component

**Inspections**

Upcoming (6)

[Schedule or Request an Inspection \(Click Here\)](#)

*Click the link above to schedule or request one.*

05/30/2019 at TBD Scheduled Final Inspector: PAS	Actions <span>▼</span>
05/30/2019 at 12:00 AM Scheduled Final Inspector: TW	Actions <span>▼</span>
05/30/2019 at 12:00 AM Scheduled Final Inspector: Lyndon D Bemis	Actions <span>▼</span>
05/30/2019 at 12:00 AM Scheduled Final Inspector: JG	Actions <span>▼</span>
05/30/2019 at 12:00 AM Scheduled Final Inspector: GG	Actions <span>▼</span>

Select an available inspection to schedule, click **Continue**.

**Schedule/Request an Inspection** ×

Available Inspection Types (7)

Show optional inspections

- Framing (optional)
- Firewall (optional)
- Firestopping (optional)
- Final (optional)
- 3rd Party Special Inspection (optional)
- Insulation (optional)
- Other (optional)

**Continue** Cancel

Select an available date, select **All Day**, click **Continue**.

**Schedule/Request an Inspection** ×

Inspection type: Framing

To continue, select an appointment date and the All Day Button:

Jul 2018							Aug 2018							Sep 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

[← Prev](#) [Next >](#)

Available Times for Thursday, Jul 19 2018

All Day

**Continue** Back Cancel

Verify that contact info is correct, click **Continue**.

### Schedule/Request an Inspection x

Inspection type: Framing

#### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location  
1819 FARNAM ST  
OMAHA

Contact  
Patrick Sweeney  
402

[Change Contact](#) ▼

**Continue**

[Back](#)

[Cancel](#)

Click **Include Additional Notes**

### Schedule/Request an Inspection x

#### Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection. When canceling an inspection the day of, please call 402-444-5350.

Inspection Type:	Framing
Date and Time:	07/19/2018
Location:	1819 FARNAM ST OMAHA
Contact:	Patrick Sweeney 402

**Include Additional Notes**

**Finish**

[Back](#)

[Cancel](#)

Once you click ***Include Additional Notes*** type in “***Photos were uploaded online***” in the text field. Then click ***Finish***.

## Schedule/Request an Inspection ×

### Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection. When canceling an inspection the day of, please call 402-444-5350.

**Inspection Type:** Final  
**Date and Time:** 05/31/2019  
**Location:** 1819 FARNAM ST  
OMAHA  
**Contact:** TEST LICENSE 402

### Include Additional Notes

Optional Comments, suggested time, or Instructions for your Inspector:

Photos were uploaded online.

### spell check

(Please include an alternate phone number if different from the contact information provided in your application.)

**Finish**

Back

Cancel

# Inspection will now show under *Upcoming* inspections.

## Inspections

Upcoming (6)

[Schedule or Request an Inspection \(Click Here\)](#)

*Click the link above to schedule or request one.*

05/30/2019 at TBD Scheduled Final

Inspector: PAS

Actions ▼